

BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: January 19, 20, 2005

Division: Monroe County

Bulk Item: YES XXX NO

Department: Fixed Asset Surplus

AGENDA ITEM WORDING: Approval to remove surplus equipment from inventory via transfer and disposal.

ITEM BACKGROUND: See attached schedule

PREVIOUS RELEVANT BOCC ACTION: N/A

CONTRACT/AGREEMENT CHANGES: N/A

STAFF RECOMMENDATION:

TOTAL COST: N/A BUDGETED: Yes No

COST TO COUNTY: N/A SOURCE OF FUNDS: N/A

REVENUE PRODUCING: Yes No AMOUNT PER MTH YEAR

APPROVED BY: County Atty OMB/Purchasing Risk Management

Prepared by: Divina D. Speer
Print Name: Divina D. Speer, Deputy Clerk

APPROVAL: Kevin Madok
Print Name: KEVIN MADOK, Clerk's Chief Accountant

DIVISION DIRECTOR APPROVAL: Sandra Carlile
Print Name: SANDRA CARLILE, Finance Director

DOCUMENTATION: Included YES To Follow Not Required

DISPOSITION: Agenda Item # P4

Board of County Commissioner
January 19, 2005

SCHEDULE OF SURPLUS ITEMS			ITEM BACKGROUND	AMOUNT		BOCC ACTION
				Original	Estimated	
	County ID #	Description		Value	Present Value	need approval to-
1	1401-371	Honda Generator	old	\$1,822.00	\$0.00	remove from inventory and transfer
2	1401-372	Honda Generator	old	\$1,822.00	\$0.00	remove from inventory and transfer
3	1401-373	Honda Generator	old	\$1,822.00	\$0.00	remove from inventory and transfer
4	0801-103	Computer	beyond economical repair	\$1,130.00	\$0.00	remove from inventory and dispose
5	1200-115	Computer	beyond economical repair	\$1,719.50	\$0.00	remove from inventory and dispose
6	3500-039	Computer	beyond economical repair	\$1,052.00	\$0.00	remove from inventory and dispose
7	3500-040	Computer	beyond economical repair	\$1,285.00	\$0.00	remove from inventory and dispose
8	1401-462	Generator	beyond economical repair	\$2,100.00	\$0.00	remove from inventory and dispose
9	1416-029	Radio	beyond economical repair	\$1,117.35	\$0.00	remove from inventory and dispose
10	1430-148	Radio	beyond economical repair	\$1,067.93	\$0.00	remove from inventory and dispose
11	1430-214	Radio	beyond economical repair	\$768.95	\$0.00	remove from inventory and dispose
12	1430-219	Radio	beyond economical repair	\$788.46	\$0.00	remove from inventory and dispose
13	1439-288	Radio	beyond economical repair	\$809.25	\$0.00	remove from inventory and dispose

**MONROE COUNTY
INVENTORY DELETION REQUEST**

RECEIVED DEC 13 2004

TO: Divina D. Speer – Stop #8
Property Clerk, Finance Dept.

FROM: PUBLIC SAFETY DEPARTMENT

DATE: _____

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
1401-371	1017435	Honda Generator	2/28/85	\$1,822.00/\$0
1401-372	1017023	Honda Generator	2/28/85	\$1,822.00/\$0
1401-373	1017453	Honda Generator	2/28/85	\$1,822.00/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

____ APPROVAL TO ADVERTISE FOR BIDS.
 ____ APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
XXX APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: MC SCHOOL BOARD

REASON FOR REQUEST:

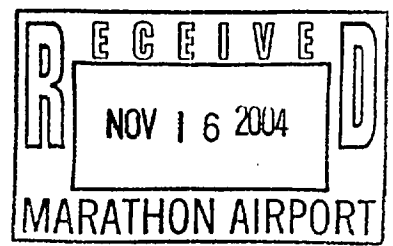
TRANSFER TO MONROE COUNTY SCHOOL BOARD Per attached letter, dated December 7, 2004,
which explains reason for transfer.

PREPARED BY: Deirdre O'Carroll
PRINT NAME

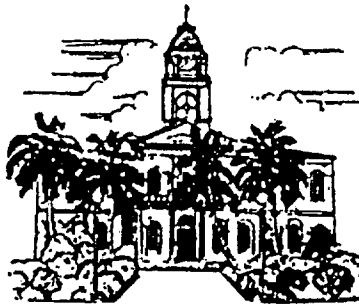
DATE: 12/7/2004

DIVISION DIRECTOR APPROVAL:

PRINT NAME JAMES R. PAROS



**Monroe
County
Emergency
Management**



490 63rd Street
Ocean Suite 150
Marathon, FL 33050

Bus: (305) 289-6018
Fax: (305) 289-6333



December 07, 2004

Reggie Paros, Director, Division of Public Safety

Subject:

Approval to remove (generators) from Monroe County Emergency Management inventory and transfer to the Monroe county School Board

Reggie,

The generators in question (Asset Identification Numbers 1401-371, 372, and 373) have been in the custody of, and maintained and utilized by the Monroe County School Board since their purchase (February 28, 1985). After discussion with Fred Sims, Monroe County School Board Director of Facilities, and Divina Speer, Monroe County Property Clerk, Finance Department, it was deemed most logical to transfer these assets from the MC Emergency Inventory to that entity which has been providing maintenance and deriving appropriate use these generators for 19 years, the Monroe County School Board.

Sincerely,

Jerald L. O'Cathey
Inventory Manager
Monroe County Emergency Management

RECEIVED NOV 15 2004

MONROE COUNTY FIXED ASSET TRANSFER FORM

TO: Divina Speer

FROM: MONROE COUNTY EMERGENCY
MANAGEMENT

PROPERTY CLERK, FINANCE DEPT.

DATE: 11/3/04

ASSET I.D. NUMBER	SERIAL NUMBER
1401-371 HONDA GEN.	1017435
1401-372 HONDA GEN.	1017023
1401-373 HONDA GEN.	1017453
LOCATION FROM:	LOCATION TO:
MONROE COUNTY EMERGENCY MANAGEMENT	FRED SIMS MONROE COUNTY SCHOOL BD. 1310 UNITED STREET KEY WEST, FL.

OWNERSHIP CHANGE: YES ☒ NO ☐

DATE: 11/3/04

MONROE COUNTY EMERGENCY
MANAGEMENT

SURRENDERING DEPARTMENT: [Signature]
DEPARTMENT DIRECTOR

RECEIVING DEPARTMENT: [Signature]
DEPARTMENT DIRECTOR

MONROE COUNTY INVENTORY DELETION REQUEST

RECEIVED DEC 09 2004
RECEIVED DEC 13 2004

TO: DIVINA D. SPEER STOP #8

FROM: Tanya Carbone
Personnel

PROPERTY CLERK, FINANCE DEPT.

DATE: 12/2/04

M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
0801-103	22601-OEM 0002113-4113	PC CPU, monitor, keyboard, mouse	7/19/01 2000 (?)	1,130.00/-

CHECK ONE (1) APPROPRIATE LINE BELOW:

☒

APPROVAL TO ADVERTISE FOR BIDS.

☐

APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.

☐

APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO:

REASON FOR REQUEST: Computers no longer working.

PREPARED BY: Tanya Carbone
PRINT NAME: Tanya Carbone

[Signature]
Jim Van Tass
12/10/04

DATE: 12-8-04

DIVISION DIRECTOR APPROVAL: Sheila A Barker
PRINT NAME: Sheila A BARKER

MONROE COUNTY INVENTORY DELETION REQUEST

RECEIVED DEC 1 0 2004

TO: DIVINA D. SPEER STOP #8

FROM: Charles L. Ingraham

PROPERTY CLERK, FINANCE DEPT.

DATE: 12/10/04

M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
1200-115	H972Q	Dell Computer, monitor and keyboard Ronald Johnson's computer	2/03/99	1719.50/Unknown But obsolete.

CHECK ONE (1) APPROPRIATE LINE BELOW:

☐ APPROVAL TO ADVERTISE FOR BIDS.
☒ APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
☐ APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: _____

REASON FOR REQUEST:

This computer is 5 years old. It runs slowly and does not have enough capacity to run our VA software.
A new replacement computer has been ordered.

PREPARED BY: Sally M. Smith
 PRINT NAME: Sally M. Smith

DATE: 12/10/04

DIVISION DIRECTOR APPROVAL: C. Ingraham
 PRINT NAME: Charles L. Ingraham

J. F. [Signature] 12/10/04
Director of Technical Services

RECEIVED DEC 07 2004

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

TO: Divina Speer

FROM: Kim Nystrom

PROPERTY CLERK, FINANCE DEPT.

Monroe County Land Authority

DATE: 12/6/04

M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
3500-039	GND9D01	Dell computer & monitor	03/07/01	original \$1,052 present \$0
3500-040	B83BD01	Dell computer * monitor	03/07/01	original \$1,285 present \$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

 APPROVAL TO ADVERTISE FOR BIDS.
 X APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
 APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: _____

REASON FOR REQUEST:

equipment outdated

PREPARED BY: Kim Nystrom

DATE: 12/6/04

DIVISION DIRECTOR APPROVAL: _____

PRINT NAME: Mark J. Rosch, Executive Director

TECHNICAL SERVICES APPROVAL: _____

PRINT NAME: DIR TECH SERVICES

RECEIVED DEC 27 2004

MONROE COUNTY INVENTORY DELETION REQUEST

TO: Divina D. Speer – Stop #8
Property Clerk, Finance Dept.

FROM: Pete Lubert

DATE: _____

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
1401-462	1155067	Generator	9/30/87	\$2,100.00/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

☐ APPROVAL TO ADVERTISE FOR BIDS.
☐ APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
☐ APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: _____

REASON FOR REQUEST:

BROKEN – BEYOND ECONOMICAL REPAIR

DEPARTMENT APPROVAL:
PRINT NAME

Pete Lubert
PETER LUBERT

DATE: 12/23/04

DIVISION DIRECTOR APPROVAL:
PRINT NAME

Clark O. Martin
CLARK MARTIN

RECEIVED DEC 27 2004

**MONROE COUNTY
INVENTORY DELETION REQUEST**

TO: Divina D. Speer – Stop #8
Property Clerk, Finance Dept.

FROM: Pete Lubert

DATE: _____

MLC I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
1416-029	776ATN0001	Radio	9/30/93	\$1,117.35/\$0
1430-148	751ASC0250	Radio	4/22/94	\$1,067.93/\$0
1430-214	428ATN0085	Radio	4/22/94	\$768.95/\$0
1430-219	428TUU2082	Radio	1/25/95	\$788.46/\$0
1439-288	749ATG0795	Radio	4/22/94	\$809.25/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

XXXXX APPROVAL TO ADVERTISE FOR BIDS.
APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: _____

REASON FOR REQUEST:

OLD – OBSOLETE – NO LONGER IN USE

DEPARTMENT APPROVAL: _____
PRINT NAME

Peter Lubert
PETER LUBERT

DATE: 12/23/04

DIVISION DIRECTOR APPROVAL: _____
PRINT NAME

Clark Martin
CLARK MARTIN